

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Staff Services Manager I (Salary: \$5079.00 - \$6127.00)
Will also consider Chief, Medical Administrative Services and Training and Development Assignment

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California – West Los Angeles
800 Bringham Ave., West Los Angeles, CA 90049
Temporary (Approx. 2 yrs.) Offices Currently At:
6150 Van Nuys Blvd., Van Nuys, CA 91401

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

Duties and Responsibilities:

Under general direction of the Assistant Hospital Administrator, the Staff Services Manager I (SSM I) is responsible for the Medical Administrative Services, Accounting, Budget, Admissions and Reimbursement Departments for Veteran Homes-Greater Los Angeles, Ventura Counties. This position acts as liaison between the Veterans Home Administration and the CDVA Budget Office.

- Plan, organize and direct the financial operations of the Veterans Home. Develop and maintain an annual budget allocation plan for the Veterans Home with ongoing monitoring, auditing and feedback systems that ensures compliance with existing expenditure and reimbursement authority.
- Coordinate the Admissions Review Committee (ARC) on a weekly basis to review applications and eligibility. Oversee the scheduling of admissions and the initial admission process. Coordinate admissions appeals and hearings. Provide ongoing updated admission and census reports to Home Administration, USDVA, and CDVA Veterans Homes Division as required. Provide monthly average census data reports.
- Ensure the PBIO II, in collaboration with the Veterans Representative, initiates a request for verification of income to determine if an Aid & Attendance allowance is collectible. Ensure a financial interview with each applicant during the Pre-Admission Assessment and at the time of admission has been completed and that applicants are informed in advance of items and services that the Veterans Home offer and charges for which the applicant may be responsible. Prepare monthly Delinquent Fees Report and notifies residents through official written correspondence of past-due fee status, and reports to the Administrator those residents with recurring non-payment of fees.
- Through the Health Records Technician II (Supervisor), oversee the management of the Health Information Management (HIM) Department who monitors and ensures completeness, credibility and accuracy of the Resident Health Record (RHR).
- Attend Executive Steering Committee (ESC) Meetings as scheduled. Present monthly census and budget reports. Provides training on financial and budgeting protocol to Department Managers as needed. Attend in-service training, Resident Town Hall Meetings, and other meetings, committees, and trainings as required.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814
Attn: Jacquie Ruiz, M80#49G 08/09

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#49G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

